

APPLICATION FOR RECORDS RETENTION SCHEDULE

FOR DHR USE ONLY

Application Date Application Control Number
August 11, 1997 091-1.wpd

Schedule #: 97-0047
Effective Date: 10-21-97
Sheet: 1 of 4

FOR ARCHIVES AND HISTORY USE ONLY

Control No. Schedule No. Date Received Date Completed

1. AGENCY NAME AND ADDRESS (proponent)

Georgia Child Care Council
Two Northside 75, Suite 225
Atlanta, GA 30318

2. PERSON TO CONTACT

Working Title

Phone No.

Gerald Poe

Records Management Officer

(404) 657-6210

3. ACTION REQUESTED

New Records Retention Schedule

4. DATES OF SERIES

Earliest/Latest
7-1-1992/Ongoing

5. RECORDS SERIES TITLE

Grant Proposal Application Files

6. DIVISION AND OFFICE FUNCTION(proponent)

Function: Establish criteria for determining eligibility for grants from the child care fund and authorize disbursement from the fund based upon applications from local organizations. Promote the development of innovative and effective child care programs.

See enclosed Proposed Records Retention Schedule 091-2.wpd for documents used to fulfill the above function.

7. RECORDS SERIES DESCRIPTION (proponent)

See enclosed proposed Records Retention Schedule 091-2.wpd. Paper record samples are also enclosed.

*. MONTHLY REFERENCE RATE (proponent office)

0 to 6 months	24	;	6 to 12 months:	6	;
12 to 24 months	1	;	18 to 24 months:	0	

9. ANNUAL RATE OF RECORDS ACCUMULATION (proponent office)

Letter size drawers: ; Legal size drawers: ;
Shelves: ; Other (specify): 20 (01size) record boxes

10. QUESTIONNAIRE (Answer Yes or No)

- Yes **a. Is this the official copy of the series ?
If not, where is it ?**
- No **b. Does this series contain confidential information requiring
security handling? If yes, cite law or regulation.**
- No **c. Is this a vital record ?**
- No **d. Does this series have historical or long term research value ?**
- No **e. When one or two documents in the file make it necessary to keep
the entire file for a long period, could these documents be scheduled
separately ?**
- No **f. Is the information in this series ever published ? If yes, attach
copy.**
- No **g. Is the information in this series ever analyzed and/or recorded in a
summary report ? If yes, attach copy.**
- No **h. Is there a duplication of this series in your office, or in another
office or agency ? If yes, where.**
- No **i. Is this series (or a major part of it) regularly microfilmed?**
- No **j. Does the record series result in a computer printout ?**

11. RETENTION REQUIREMENTS> The following requires the series to be kept:

See enclosed copies of Georgia Laws, Federal Register and Plan for the Child Care & Development Block Grant.

12. RECOMMENDED DISPOSITION INSTRUCTION INSTRUCTIONS:

See proposed Records Retention Schedule 091-2.wpd.

APPROVAL SIGNATURES/ DATES

Section Manager or
Director Signature Susan Maxwell

Title Executive Director Date 8-19-97

Records Coordinator or
Alternate Signature Brenda Prather

Title Program Assistant Date 8/20/97

DHR Records
Management Officer Signature Gerald Po

Title RMO Date 8-20-97

The State Records Committee has authorized the approval of these disposition instructions for the record series described in the attached retention schedule application.

Edward Weldon 10-23-97
Edward Weldon Date
Secretary of State Designee

GEORGIA DEPARTMENT OF HUMAN RESOURCES

Division/Office: Division of Family and Children Services

Schedule #: 97-0047

Section/Unit: Georgia Child Care Council

Effective Date: 10-21-97

Sheet: 4 of 4

Schedule No.: 091-2.wpd

Date: 8/11/97

Record Series Title: Grant Proposal Application Files

Description: Included, but not limited to, are: Applications received from center and/or home-based child care providers, after school programs; agencies and professional groups that provide training or do research and large entities like universities and technical schools; decision of applicant's responsiveness; rating documentation; and any correspondence with the applicant.

These files contain information which will become the basis for the grant selection process. The files document that grants are awarded in a fair and impartial manner.

File Arrangement:

Alphabetically by applicant name, thereunder by category of service and grant amount.

Retention/Disposition Instructions:

Cut off files at end of each fiscal year; hold in current files area one year; transfer to State Records; hold three years; then destroy.

Exception: Do not authorize records destruction until federal and/or state audits are completed.

Confidential: No - Open Record.

Supersedes: None - New Schedule.